

City of Annapolis
Supplemental Appropriation from Surplus Funds

Fund: General
 Department: Planning and Zoning

Control Number: SA27-22
 Date: 5/24/2022

Source of Surplus Funds: T. Averill Architect LLC

Account Name	Allocation of Appropriation for
Revenue:	
Miscellaneous Revenue	\$ 3,821
Expenditure:	
Contractual Services	\$ 3,821

Explanation:
 This supplemental allocation appropriates \$3,821 from T. Averill Architect LLC to contract services within Planning and Zoning's budget. It will pay for a structural condition assessment of 7 Severn Avenue Annapolis, MD. This amount was not included in the 2022 budget.

Approved by:

Jodee Dickinson 5/31/22
 Finance Director Date

 Department Director Date

Approved by:

City Manager _____
 Mayor _____
 Finance Committee _____
 City Council _____

Date _____
 Date _____
 Date _____
 Date _____

CM: City Manager approved transfers of appropriations of \$25,000 or less from one line item to another within a fund.
 CM's do not increase the total budget or the budget for any fund.
 FT: Fund Transfers of appropriations greater than \$25,000 from one line item to another within a fund.
 These are also used for fund transfers from the contingency account, bond proceeds, or from one fund to another, regardless of the amount. FT's do not increase the total budget.
 SA: Supplemental Appropriations from revenue not anticipated in the budget or in excess of that anticipated in the budget.
 SA's increase the total budget.



Structural | Civil + Site | Marine + Coastal
Bridge, Highway + Rail | Entertainment | Geotechnical
Facade + Building Envelope | Construction Engineering
Forensic Investigation | Surveying + Mapping

March 25, 2022

City of Annapolis – Dept. of Planning & Zoning
145 Gorman Street, 3rd Floor
Annapolis, MD 21401

Attn: E. Thomas Smith, Jr.
Chief of Current Planning

Email: ets@annapolis.gov

Re: City of Annapolis - 7 Severn Avenue
Annapolis, MD 21403

PROPOSAL NO. 200857.03

This proposal is subject to the terms and conditions which are attached to the On-Call Structural Analysis Consultant Services Contract between the City of Annapolis and McLaren Technical Services, Inc. dated December 18, 2020.

SCOPE

Based on the RFP received from the City of Annapolis, dated March 3, 2022, McLaren Technical Services, Inc. (McLaren) understands the scope of work to be regarding performance of a structural condition assessment for an existing two-story dwelling with approximately 2,959 sf space that is located at the above referenced address.

PROFESSIONAL SERVICES

McLaren will be performing the above scope of work through the following phases:

PHASE 1 – CONDITION ASSESSMENT

A McLaren representative shall visit the abovementioned site to assess the existing condition of the building structural elements that are made accessible to us at the time of our visit. Access to structural elements shall be provided by Client (i.e., gain permission for removal of ceiling tiles, access to roof and attic spaces, etc.).

McLaren will perform a visual inspection of the concrete slabs and walls for evidence of cracks and/or spalls within the concrete and/or masonry and/or corrosion of structural steel. We will also gather qualitative information regarding condition of the existing roof deck and framing, wall construction, and the lateral load resisting system. We will take measurements of typical wall heights, slab and beam spans, and floor thickness. We will also review the balance of the building for “deal breakers” as they relate to the proposed program.

McLaren will analyze the existing structural elements based on our observations from this site visit, and prepare a written report, as described below.

11 Offices Worldwide
Licensed and Operating in 49 States and Internationally
www.mgmclaren.com
MGMcLaren@mgmclaren.com

McLaren Technical Services, Inc.
601 E. Pratt Street, Suite 302
Baltimore, MD 21202
T. 410.243.8787 | F. 410.243.4956

PHASES 2 & 3 – REPORT & MEETINGS

McLaren will prepare a letter report with photographs and/or sketches, as appropriate, based on the findings of our structural condition assessment and provide our evaluation of the sufficiency of the load path for the proposed demolition, as required by City Code section 21.10.060.C.3 b&c.

In addition to the site visit, McLaren will participate in two (2) meetings, as requested, to discuss the scope and then the findings with the development team and/or designated representatives of the Department of Planning and Zoning.

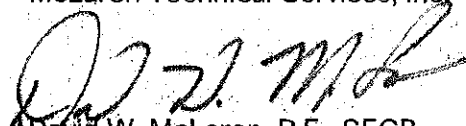
FEE

See attached City of Annapolis Cost Summary Format for fee breakdown.

This proposal is subject to the terms and conditions which are attached to the On-Call Structural Analysis Consultant Services Contract between the City of Annapolis and McLaren Technical Services, Inc. dated December 18, 2020, and shall remain valid only until April 25, 2022, unless it is accepted as an Addendum to the Contract.

Very truly yours,

The Office of
McLaren Technical Services, Inc.



David W. McLaren, P.E., SECB
Vice President - Structures

DWM/dec

Attachment: City of Annapolis Cost Summary Format

cc: JDB, GBK, LS, WJM – Internal
McLaren File No. 200857.03

ACCEPTED:

For City of Annapolis – Dept. of Planning & Zoning
Authorized Person

Title

Date

CITY OF ANNAPOLIS, MARYLAND

COST SUMMARY FORMAT				
PART I - GENERAL				
1. PROJECT TITLE City of Annapolis - 7 Severn Avenue			2. PROJECT TASK	
3. NAME McLaren Technical Services, Inc.			4. PROPOSAL DATE 3.25.2022	
5. ADDRESS 601 E. Pratt Street, Suite 302 Baltimore, Maryland 21202			6. COMPLETION SCHEDULE 2 weeks from receipt of date of approved interior access Site Visit	
PART II - COST SUMMARY				
7. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Project Principal (QA/QC)	3	\$ 192.68	\$ 578.04	
Project Manager	10	\$ 140.25	\$ 1,402.50	
Condition Assessment Structural Engineer	16	\$ 115.04	\$ 1,840.64	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
DIRECT LABOR SUBTOTAL:			\$ 3,821.18	
8. INDIRECT COSTS (Specify)	RATE	X DIRECT LABOR TOTAL=	ESTIMATED COST	
OVERHEAD AND PAYROLL BURDEN (if any)				
INDIRECT COSTS SUBTOTAL:			\$ -	
9. TOTAL OF DIRECT LABOR & AND INDIRECT COSTS (Combined Sum of Items 7 & 8)				\$ 3,821.18
10. PROFIT (% of Item 9)				included
11. PRINCIPALS COST, WHERE APPLICABLE (Hrs X \$ /Hr.)				\$ -
12. TOTAL PROFESSIONAL FEE (Combined Sum of Items 9, 10 & 11)				\$ 3,821.18
13. OTHER DIRECT COSTS				
a. TRAVEL			ESTIMATED COST	
(1) TRANSPORTATION				
(2) PER DIEM			\$ -	
TRAVEL SUBTOTAL:			\$ -	
b. EQUIPMENT, MATERIALS, SUPPLIES		QTY	COST	ESTIMATED COST
Specify:				
EQUIPMENT SUBTOTAL:			\$ -	
c. SUBCONTRACTOR(S)			ESTIMATED COST	
SUBCONTRACTOR(S) SUBTOTAL:			\$ -	
d. OTHER (Specify)			ESTIMATED COST	
			\$ -	
			\$ -	
			\$ -	
OTHER SUBTOTAL:			\$ -	
e. OTHER DIRECT COSTS TOTAL: (Combined Sum of Items a, b, c & d)				\$ -
14. TOTAL PRICE (Combined Sum of Items 12 & 13.e)				\$ 3,821.18